

Microsoft Office

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
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Microsoft Excel

Introduction	1	1 / 16 / 27	7 / 18	4 / 15 / 30	15 / 26	5 / 22	£175
Intermediate	1	2 / 17 / 28	8 / 19	5 / 16 / 31	16 / 27	6 / 23	£175
Advanced - Level 1	1	9 / 29	14	18	19	14 / 26	£175
Advanced - Level 2	1	10 / 30	15	19	20	15 / 27	£175
Visual Basic	2	*	*	*	*	*	£495

Microsoft Word

Introduction	1	6	*	8	*	1	£175
Intermediate	1	7	*	9	*	2	£175
Advanced - Level 1	1	*	19	*	22	*	£175
Advanced - Level 2	1	*	20	*	23	*	£175

Microsoft Access

Introduction	2	9-10	*	11-12	*	12-13	£350
Intermediate	1	*	4	*	8	*	£175
Advanced	1	*	5	*	9	*	£175
Visual Basic	2	*	*	*	*	*	£495

Microsoft Outlook

Introduction	1	*	*	4	*	*	£175
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Microsoft PowerPoint

Introduction	1	20	*	24	*	9	£175
Advanced	1	*	18	*	5	*	£175

Microsoft Project

Introduction	1	22-23	11-12	18-19	22-23	19-20	£395
Advanced	1	*	*	*	*	*	£250

Microsoft Publisher

Introduction	1	*	13	*	*	16	£175
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Microsoft Visio

Introduction	1	*	*	29	*	*	£250
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Bury St Edmunds

	Days	Nov	Dec	Jan	Feb	Mar	Price
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Microsoft Excel

Introduction	1	*	*	*	*	*	£175
Intermediate	1	*	*	*	*	*	£175
Advanced - Level 1	1	*	*	*	*	*	£175
Advanced - Level 2	1	*	*	*	*	*	£175

Kings's Lynn

	Days	Nov	Dec	Jan	Feb	Mar	Price
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Microsoft Excel

Introduction	1	2	*	11	*	1	£175
Intermediate	1	3	*	12	*	2	£175
Advanced - Level 1	1	23	*	*	8	*	£175
Advanced - Level 2	1	24	*	*	9	*	£175

Web Design

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
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Creating Video Content for the Web

Introduction	2	*	*	*	*	*	£600
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Wordpress

Introduction	1	24	*	8	*	28	£250
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Technical & Programming

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
C# .Net Programming							
Introduction	3	*	*	*	*	*	£925
Developing Windows Applications	3	27-29	*	*	*	*	£925
Exchange Server							
Installing and Managing	3	*	11-13	*	*	*	£925
PowerShell							
Administration and Scripting	3	*	*	*	*	*	£925
SQL Server							
Install & Admin		20-22	*	*	*	*	£925
Programming and Development	3	*	*	*	12-14	*	£925
SharePoint							
Installation and Administration	3	*	11-13	*	*	*	£925
Window Server							
Configuring, Managing and Maintaining	3	*	*	15-17	*	*	£925

Adobe Creative Suite

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
Adobe Creative Cloud Essentials							
Introduction	2	*	*	*	5-6	*	£495
Adobe Creative Design Techniques							
Introduction	1	*	*	*	*	*	£265
Illustrator							
Introduction	2	*	*	22-23	*	*	£495
Advanced	1	*	*	*	*	7	£265
InDesign							
Introduction	2	13-14	14-15	24-25	*	5-6	£495
Advanced	1	17	*	*	9	*	£265
Photoshop							
Introduction	2	15-16	*	*	7-8	*	£495
Advanced	1	*	*	26	*	*	£265

Social Media, SEO & PPC

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
SEO & PCC							
Google Adwords	1	*	*	*	13	*	£300
Google Analytics	1	*	*	15	*	*	£300
Search Engine Optimisation	2		*	*	*	13-14	£600
Social Media							
Beginners Guide to Social Media	1	*	*	*	6	*	£300
Advanced Guide to Social Media	1	*	*	*	26	*	£300
Social Media Strategy & Blogging	1/2	*	1 (am)	*	*	*	£150
Twitter for Business	1/2	*	1 (pm)	*	*	*	£150
Facebook for Business	1/2	*	18 (am)	*	*	*	£150
LinkedIn for Business	1/2	*	18 (pm)	*	*	*	£150
Pinterest & Instagram for Business	1/2	*	*	*	*	*	£150
Creative Content Workshop	1/2	*	*	*	*	*	£150

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Management Training & Personal Development
Norwich
Drive - Director & Senior Management Development (8 half day sessions)

January 2018 (am)	18, 25 January, 1, 8, 22 February, 1, 8 and 15 March (Thursday mornings)	£2,050
	ILM Level 5 Award in Management (Additional Fee)	£200

Forefront - Team Leader Development (6 half day sessions)

January 2018 (am)	12, 19, 26 January, 9, 16 and 23 February (Friday mornings)	£1,495
February 2018 (am)	13, 20, 27 February, 13, 20 and 27 March (Tuesday mornings)	£1,495
March 2018 (am)	9, 16, 23 March, 13, 20 and 27 April (Tuesday mornings)	£1,495
	ILM Level 3 Award in First Line Management (Additional Fee)	£180

Presence - Communication & Influencing Skills (6 half day sessions)

Please call us for dates	£1,395
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Cambridge
Forefront - Team Leader Development (4 full day sessions)

February 2018	22 February, 1, 8 and 15 March	£1,395
	ILM Level 3 Award in First Line Management (Additional Fee)	£180

Project Management
Norwich

	Days	Nov	Dec	Jan	Feb	Mar	Price
Agile PM							
Foundation & Practitioner	4	*	*	*	*	*	£1,495
APM							
Project Fundamentals	2	*	4-5	*	*	1-2	£695
Project Management	5	27 Nov - 1 Dec	*	*	*	*	£1,495
PRINCE2®							
Foundation	3	*	11-13	29-31	*	12-14	£695
Foundation & Practitioner	5	*	11-15	29 Jan - 2 Feb		12-16	£1,095
Practitioner Upgrade	2	*	12-13	*	1-2	15-16	£575
Practitioner Re-registration	2	*	12-13	*	1-2	15-16	£575
MSP							
Foundation	3	*	*	*	*	*	£695
Foundation & Practitioner	5	*	*	*	*	*	£1,095

Cambridge

	Days	Nov	Dec	Jan	Feb	Mar	Price
PRINCE2®							
Foundation	3	6-8	*	15-17	*	19-21	£695
Foundation & Practitioner	5	6-10	*	15-19	*	19-23	£1,095

Chelmsford

	Days	Nov	Dec	Jan	Feb	Mar	Price
PRINCE2®							
Foundation	3	*	4-6	22-24	*	*	£695
Foundation & Practitioner	5	*	4-8	22-26	*	*	£1,095

Ipswich

	Days	Nov	Dec	Jan	Feb	Mar	Price
PRINCE2®							
Foundation	3	*	*	*	12-14	*	£695
Foundation & Practitioner	5	*	*	*	12-16	*	£1,095

For other Project Management venues and dates please visit our website

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Business & Personal Development

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
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Business Skills

Assertiveness	1	*	*	9	*	*	£250
Bids & Tender Writing	1	8	*	*	*	21	£250
Business Writing Skills	1	*	1	*	*	*	£250
Communication Skills	1	*	19	*	*	12	£250
Conducting Effective Meetings	1	30	*	*	*	*	£250
Credit Control	1	*	*	*	6	*	£250
Finance for Non-Financial Managers	1	*	14	*	21	*	£250
Influencing Skills	1	3	*	16	*	*	£250
Minute Taking	1	*	4	*	2	*	£250
NLP Introduction	1	*	*	*	28	*	£250
NLP Level 1	1	27	*	*	*	21	£250
PA / Executive Assistant	1	*	*	17	*	*	£250
Presentation Skills	1	*	4	11	*	26	£250
Report Writing	1	7	*	*	*	*	£250
Time Management	1	*	*	22	*	*	£250
Train the Trainer	1	*	13	*	*	22	£250
Writing for the Web	1	1	*	*	*	*	£250

HR

Appraisal	1	20	*	*	*	5	£250
HR Essentials for Line Managers	1	*	*	*	19	*	£250
Recruitment & Selection	1	*	*	*	*	*	£250

Sales & Customer Service

Customer Care	1	*	*	29	*	*	£250
Dealing with Difficult People	1	*	*	19	*	*	£250
Handling Customer Complaints	1	*	*	*	*	22	£250
Negotiating Skills	1	*	8	*	*	*	£250
Networking Skills	1/2	10 (am)	*	*	*	*	£150
Train the Trainer	1	*	*	*	*	*	£250

Health & Safety

Norwich	Days	Nov	Dec	Jan	Feb	Mar	Price
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IOSH

Working Safely	1	*	11	23	*	12	£170
Managing Safely	4	*	*	15, 16 & 17	14, 15 & 16	14, 15 & 16	£545

NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 4, 5, 6, 7 and 8 December, Revision: 18 December (am), Exam: 20 December (9.30am) GC2: 9, 10, 11, 12 and 13 January, Revision: 22 January (am), Exam: 24 January (2pm)					£1,495
Fire Certificate - Units: FC1 & FC3	5 + exams	FC1: 20, 21, 22, 23 and 24 November, Exam: 24 November (2 pm)					£850
Environmental Certificate - Units: EC1 & EC2	5 + exams	EC1: 26, 27, 28 February, 1 and 2 March, Exam: 7 March (9.30am)					£850

King's Lynn

Days	Nov	Dec	Jan	Feb	Mar	Price
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IOSH

Working Safely	1	*	*	*	*	*	£170
Managing Safely	4	21-24	7, 8, 14 & 15	*	*	*	£690

NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 19, 20, 21, 22 and 23 February, Revision: 19 March (am), Exam: 22 March (9.30am) GC2: 5, 6, 7, 8 and 9 March, Revision: 19 March (am), Exam: 22 March (2pm)					£1,495
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Updated: 14 November 2017

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